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20 JUN 1975

MEMORANDUM FOR: Acting Executive Officer, DD/A

SUBJECT : FY 1975 Objectives

REFERENCE : (a) Multiple Adse Memo dtd 4 Jun 75 fr AEO-DD/A, same subj

(b) Multiple Adse Memo dtd 13 May 74 fr DD/M&S, subj: Management Conference - FY 1975

1. This memorandum contains summaries of our accomplishment of FY 1975 management objectives requested in reference (a). Summaries in this paragraph are arranged in the same order that the objectives were assigned to us by reference (b). Paragraph 2 contains summaries of objectives which began as office level but were upgraded and are being tracked at the directorate level.

a. A57801 - Costing of Customer Services. Costing methodologies were developed by each line division. Results of those costing exercises were transmitted to the DD/A in January. At the 11 February management conference, it was agreed that further reporting on this objective would be discontinued until further notice.

b. A57802 - Study Impacts of Consolidation of Washington Area Holdings at Langley. A study on this subject was completed in December 1973. As a result of that study, the Building Planning Staff was re-activated. It was determined that no reporting would be made under A57802, but that milestones relating to the consolidation of holdings would be tracked at the directorate level through office-level objective C57805. Additional comments are contained in subparagraph 2.b. below.

c. A67801 - Priority MAP Systems. This objective, as it applies to the contract information system (CONIF), extends into FY 1976. The Office of Logistics (OL) portion of CONIF III is scheduled to become operational in October 1975. Any reduction in the Office of Joint Computer Support (OJCS) programming staff devoted to this project could result in slippage, however. The other MAP/Materiel Resources System Modules are operational. The last one (Requisitioning) became operational on 2 June.

d. B57801 - Study Impact of Materiel Shortages. This was to have been a joint objective with other DD/A offices and other directorates. An ad hoc Materiel Review Group (MRG) was established in OL to conduct the study. Input from other assigned participants was not significant, however. At the 18 February management conference, it was decided that,

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since the basic milestones had been completed, reporting would be discontinued. The MRG is still available to take up new shortage problems as they occur.

e. B57802 - Energy Resources Conservation. Quarterly reports on consumption of gasoline, fuel oil, and electricity in the Washington metropolitan area are continuing to be made to the Director of Logistics. In February, a report was made for Mr. McMahon which compared Agency conservation accomplishments with those of 11 other agencies. Since we do not report outside of the Agency, and since our consumption of fuel oil and electricity is controlled by GSA policies, we question the value of tracking this program as an objective. While it was intended to be a joint objective, there was no active participation by any other component.

f. B57803 - Reduction of Paper Usage. This objective calls for a 5-percent reduction of paper consumption during FY 1975. It appears that that goal will be exceeded. Depot issues and direct purchases of paper products, as of the end of the third quarter of FY 1975, are over 20 percent lower than they were for the same period of FY 1974. This objective is shared with Information Systems Analysis Staff (ISAS) who is the action agent. The ISAS objective is B57001.



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h. B57805 - Impact of the Energy Crisis on the Disposal of Classified Waste. This objective was to have been tracked jointly with Office of Security; however, we never quite got a handle on it. It was dropped at the 15 November joint conference.

i. B57806 - Impact of the Energy Crisis on Travel and Transportation Facilities. This was to have been tracked jointly with Office of Communications, Office of Personnel, and the Special Assistant to the DD/A. It too was difficult to track since the impacts were in the area of increased costs rather than on shortages of energy resources. At the 15 November joint conference, it was agreed that this objective would be dropped.

j. B57807 - Plan for Conversion to the Metric System. At the 26 September management conference, Mr. Blake recommended that we disregard this objective until official Congressional action is taken. We did prepare a conversion plan which was submitted to the Assistant for Resources, DD/A, in February, but tracking conversion as an objective was dropped at the 11 February management conference.

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k. A56503 - Headquarters Regulation Regarding Procurement of Automatic Data Processing Equipment (ADPE) and Services. OJCS was assigned the action for the Headquarters Regulation (HR) and OL was given coordinating responsibility. Coincidentally, OL had established an office-level objective (C57813) to implement its responsibility as the Agency single point of contact for assuring compliance with Federal regulations concerning the acquisition of ADPE. Part of that implementation process was the development of a handbook of policies and procedures concerning ADPE acquisition. The HR and handbook were both coordinated between OJCS and OL. Both documents have been completed and are awaiting publication. The objectives are complete.

2. The following are additional objectives which are being tracked at the directorate level but which were not contained in reference (b):

a. B57808 - Consolidation of Courier Services. This began as an office-level objective (C57808) but was upgraded to directorate level at the request of the DD/A. By the end of FY 1975, courier systems of various Agency components were to be consolidated into one courier unit under the control of Logistics Services Division. Consolidation is essentially complete with the exception of the couriers assigned to the Office of Current Intelligence (OCI) and the possible transfer of courier slots from the Office of ELINT. Workloads created as a result of the Vietnam crisis caused a delay in the OCI consolidation and total completion is now expected to occur on or about 1 August.

b. C57805 - Building Planning Staff. The milestones to be met in FY 1975 are the recruitment of five contract engineers and architects and the commencement of building planning. Recruitment problems have delayed the scheduled accomplishments by approximately 6 months; however, with the exception of a mechanical engineer, all other requirements either have been filled or will be filled by the end of June. The planning and associated activities are scheduled to begin as early as possible and continue through FY 1976.

3. Questions concerning these summaries may be addressed to [redacted] of our Plans and Programs Staff, on extension [redacted]

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[redacted]
Michael J. Malanick
Director of Logistics

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These evaluations are strictly quantitative and not qualitative hence nothing from "a how well it worked"

18 July 1975

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Mr. McMahon
Mr. Blake

DDA Registry

File *Approp Budget*

[Signature]
22 JUL 1975

Attached for your review are the DDA Offices' evaluations of their fiscal year 1975 accomplishments in the DDA MBO program. Briefly summarized, this is what they did:

	Objectives complete/ Carried forward	Objectives Incomplete/ Carried forward	Objectives Dropped
OC	3/1	3/3	-
OF	4/-	4/4	3
ISAS	3/-	3/3	-
OJCS	8/3	3/3	1
OL	5/2	1/1	5
OMS	3/1	3/3	-
OP	6/-	1/1	1
OS	4/1	5/2	-
OTR	10/5	2/1	-
	3/2	1/1	-

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Good background for you, if you have not previously seen it. Let me have your reactions, I will look it over.

